

City of Long Beach

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Municipal Civil Service Commission

OPEN COMPETITIVE EXAMINATION

#67552

FIREFIGHTER

CITY OF LONG BEACH

***PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD
TO RACE, CREED, COLOR OR NATIONAL ORIGIN***

EXAMINATION DATE: Saturday, April 27, 2019.

LAST FILING DATE: Applications must be physically received by the Civil Service office by March 8, 2019, 5:00 p.m. Applications received after the stated date/time, even if postmarked prior to the date/time, will not be accepted.

LOCATION OF EXAM: To be announced.

SALARY: \$41,892.85.

VACANCY: The list established from this exam can be used to fill any current or anticipated full-time or part-time vacancies in the City of Long Beach Fire Department.

APPLICATION PROCESSING FEE: A nonrefundable application processing fee of \$75.00 is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Such fee is computed pursuant to Article 4, Section 50, Subdivision 5 and Article 2, Section 23, Subdivision 2 of the Civil Service Law. Fees must be paid by personal check, cashier's check or money order, made payable to the "City of Long Beach" at the time the application is submitted. Write the examination number(s) and the applicant's name on the payment. No cash will be accepted. An additional administrative charge of \$25.00 will be assessed for all checks returned due to insufficient funds. Additionally, you may apply in person and pay the application processing fee with a credit card (Visa or MasterCard). Application processing fee may be waived upon presentation of documentation supporting hardship. You should carefully review the announced Minimum Qualifications. If an application is disapproved, the application processing fee will not be refunded.

RESIDENCY: Preference in certification for appointment may be given to successful candidates who have been residents of the City of Long Beach. When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

ELIGIBLE LIST: Every candidate who attains a passing mark on the exam shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered onto the eligible list in the order of his/her final rating. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment. The duration of the eligible list shall be not less than one or more than four years.

DISTINGUISHING FEATURES OF THE CLASS: This is hazardous work involving the performance of a variety of fire fighting and fire prevention duties. The incumbent also performs routine maintenance and minor repair work on the fire station and fire equipment as directed; all work is performed under general supervision and inspected upon completion. A firefighter is required to provide emergency medical treatment. The work is performed under the general supervision of a Fire Lieutenant in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

When Engaged in Firefighter Activities:

- Responds to fire alarms and emergency calls;
- Lays and connects hose lines to water supplies such as hydrants and fire trucks;
- Controls the water supply to hose lines;
- Manipulates fire hose to direct the stream of water and achieve maximum extinguishing effect;
- Erects and climbs ladders to remove people and property from burning buildings;
- Manipulates hand tools such as fire axes to create openings in burning buildings to provide access and ventilation;
- Installs and operates specialized fire fighting equipment such as smoke ejectors and portable extinguishers;
- Drives fire fighting vehicles to and from the scene and operates related attachments such as extension ladders and water pumps;
- Performs a variety of salvage operations at the scene of fires such as clearing away debris and covering furniture with tarpaulins;
- Participates in training sessions to acquire skill in the use of various fire fighting methods and equipment;
- Inspects dwelling and commercial building for applicable fire, building, health and safety requirements in accordance with established procedures and prepares report of findings;
- Responds to hazardous materials incidents;
- Performs a variety of building maintenance tasks such as sweeping, mopping and painting at a fire station;

TYPICAL WORK ACTIVITIES (continued):**When Engaged in Firefighter Activities (continued):**

- Cleans, maintains and makes minor repairs to fire fighting equipment;
- Administers emergency medical treatment to injured individuals;
- Receives calls for assistance and relays orders and instructions when assigned to communications duty;
- Performs special fire watch duty at public gatherings as directed;
- Performs miscellaneous clerical work when assigned.

When Engaged in Emergency Medical Technician Activities:

- Provides basic life support services to stabilize accident or fire related victims, or any other medical emergency;
- Provides medical emergency service to minimize trauma such as splinting, immobilization, administration of oxygen, suctioning, airway insertions, cardiopulmonary resuscitation, and assists with emergency childbirth;
- Applies rescue and extrication techniques to effect the safety of people trapped in damaged vehicles or endangered by other unusual circumstances and gives emergency medical treatment;
- May assist in the planning for control in the event of major disaster or catastrophes;
- May give lectures or provide emergency medical training to members of the public;
- Performs administrative duties such as medical reports and incident reports.

MINIMUM QUALIFICATIONS: Candidate must meet the following requirements **on or before the last date for filing** (March 8, 2019) to be eligible to take the examination on April 27, 2019:

Graduation from High School or possession of a High School equivalency diploma and either:

- a. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university; or
- b. Successful completion of thirty (30) credit hours at a regionally accredited or New York State registered college or university and one (1) year of related work experience in a State accredited emergency medical service provider or fire department, which may include volunteer departments; or
- c. Five (5) years of related work experience in a State accredited emergency medical service provider or fire department, which may include volunteer departments; or
- d. Completion of two (2) years of active military service with an honorable discharge; or
- e. Possession of an equivalent combination of the foregoing training and experience as defined by the limits of (a), (b), (c) and (d).

NOTE: The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant. You must clearly describe on your application or resume exactly how you meet the minimum qualifications for this examination.

SPECIAL REQUIREMENTS:

1. Possession of appropriate New York State Driver's License (class D) upon appointment and throughout employment.
2. Candidates must possess a certification as a New York State Emergency Medical Technician (EMT-B) at the time of appointment and throughout employment.

NOTES:

- a. Candidates must pass qualifying medical, psychological and physical fitness screening tests prior to appointment.
- b. Firefighters must meet and maintain all post-employment state mandated requirements.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Ability to learn and apply information** – these questions test for the ability to learn new information and apply it to answer questions effectively. Candidates will read information presented in a Training Lesson and then answer questions regarding the information and procedures covered in the Training Lesson. All information needed to answer the questions will be provided in the Training Lesson, and candidates will be able to refer to the Training Lesson when answering the questions. Some of the questions may require candidates to combine information from different portions of what has been learned in the Training Lesson. No prior knowledge of any specific job or subject matter is needed.
2. **Basic arithmetic** – this section requires candidates to use basic arithmetic (add, subtract, multiply, divide) to find a missing value in a table of numbers. Candidates will not need to refer to the Training Lesson or any other section of the test to answer the questions in this section. All information needed to answer each question will be contained in this section. No knowledge of firefighting or any other job is required. Candidates should bring a hand-held battery or solar-powered calculator for use on this test. Candidates will not be permitted to use the calculator function on their cell phone.
3. **Reading comprehension** – these questions test for the ability to understand written materials (e.g., sentences, passages) and answer questions about the information presented. Candidates will be provided with reading passages, followed by questions related to each passage. Each question will require candidates to demonstrate that they have read and understood the information contained in the passage.
4. **Situational judgment** – this section tests for the ability to identify appropriate and effective responses to work-related challenges. Candidates will be presented with several scenarios that reflect the types of challenges one could encounter in a work environment. They will then be asked to rate the effectiveness of a number of possible responses to each scenario.

NOTE: THE USE OF A CALCULATOR IS RECOMMENDED. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

STUDY GUIDES: A Guide for the Written Test for Firefighter is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>

Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

QUALIFYING PHYSICAL AGILITY TEST: Candidates may be called to the Physical Agility Test only if they passed the written test. Candidates will be called to take the Physical Agility Test in the order of the scores they achieved on the written test. The Long Beach Civil Service Commission reserves the right to give the Physical Agility Test to only as many candidates as are needed to fill vacancies. Failure on a section of the qualifying Physical Agility Test will result in the removal of your name from further consideration for appointment. Should a candidate take the Physical Agility Test and receive a passing grade, that grade is effective for one year. Candidates must retake the Physical Agility Test in order to be appointed beyond the one year point.

MEDICAL/PSYCHOLOGICAL REVIEW: Candidates who successfully complete the physical fitness screening elements as well as other relevant pre-offer conditions (which may include psychological screening) shall undergo a medical review and a psychological review conducted by a qualified physician or practitioner. Such medical review shall be conducted only after a conditional offer of employment has been given to the candidate. All candidates must be found physically able, with or without reasonable accommodations, to perform the essential job functions of a Firefighter. If you fail to pass the medical or psychological review your offer of employment may be rescinded.

Candidates should also be aware that an offer of employment as a Firefighter may be contingent on participation in and passing of a substance abuse test designated by the Appointing Authority, and thereafter will be required to participate in such testing prior to appointment and on a periodic basis during the probationary period after appointment. Evidence of substance abuse may lead to your offer of employment being rescinded or termination from employment.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may lead to your offer of employment being rescinded.

CROSS FILERS/MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

- **Local to Local Cross Filers:** If you have applied for any other civil service examinations with any other local government jurisdiction, excluding New York City, to be given on the same test date you must notify in writing each civil service agency to make arrangements to take all the examinations at one test site. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.
- **State to Local Cross Filers:** If you have applied for both State and local government examinations you must notify this office in writing of your intent to take both a State and local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

VETERAN'S CREDIT: Veterans or disabled veterans who wish to establish eligibility for additional credits must complete the applicable section of the examination application. At any time between the date of the application for examination and the date of the establishment of the resulting eligible list, you must submit photocopies of separation papers (i.e. Form DD-214, WDAGO, or NAVPERS-553) and a copy of the discharge. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

FILING DATES/LOCATION:

FROM: January 17, 2019
THRU: March 8, 2019, 5:00 PM
AT: Civil Service Office, Room 504
City of Long Beach
1 West Chester Street
Long Beach, NY 11561

RELIGIOUS OBSERVERS / MILITARY MEMBERS / ALTERNATE TEST DATES

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and Candidates who are called to military service after filing an application should send requests for an alternate test date to the Long Beach Civil Service Commission as soon as possible before the test date. If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Long Beach Civil Service Commission (516) 705-7214 for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request for an alternate test date must be made in writing at the time of application (see the examination application for specific requirements). If an emergency prevents you from appearing for the examination, please notify this office no later than 5 p.m. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

CANDIDATES WITH DISABILITIES: Candidates with disabilities may apply for special testing accommodations by completing Question #8 on the application and by providing supporting medical documentation.

ADMISSION NOTICES: If you have not received your notice to appear for the written test five (5) days before the date of the test, please contact the Civil Service Office (516) 705-7214.

GENERAL APPLICATION INFORMATION

- NO APPLICATIONS WILL BE ACCEPTED BEFORE OR AFTER THE ADVERTISED FILING PERIOD. Applications must be physically received by the Civil Service office by the date/time stated. Applications received after the stated date/time, even if postmarked prior to the date/time, will not be accepted. This office does not acknowledge receipt of applications nor accept responsibility for non-delivery or postal delay.
- Applications must contain the correct examination number and title in order to be considered.
- This announcement and an application can be downloaded from the City's website www.longbeachny.gov/jobs
- Answer all questions on the application. Failure to answer all questions will result in a delay in the processing of your application. All statements made are subject to verification. Inquiries may be made as to character and qualifications.
- It is your responsibility to report, in writing, a change of address to the Civil Service office, in order for notification of test results and any other communications to be received by the applicant. Indicate the examination title, number, and date on all correspondence.

THIS EXAMINATION WILL BE PREPARED AND WILL BE RATED IN ACCORDANCE WITH SECTION 23 (2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW AND THE CITY OF LONG BEACH CIVIL SERVICE RULES AND REGULATIONS DEALING WITH THE PREPARATION AND RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

Issue Date: **January 17, 2019**